



# Division of Technology Services

## DEVELOPMENT AND APPLICATION SUPPORT


### Updating an NOA Email (Effective January 31, 2011)

*To register a new or update your current NOA email address, follow these procedures.*

From the DDRS Provider website, <https://ddrsprovider.fssa.in.gov>, select the “NOA Email Address” link on the left.



**State of Indiana**  
Division of Disability and Rehabilitative Services  
Division of Aging



[Home](#)  
**BDOS Links**  
[Provider Info](#)  
[Interactive Budget Tool](#)  
[IFAB Tool](#)  
[NOA Email Address](#)  
[Resident Services](#)  
[INSite/PAS Downloads](#)  
  
[Login](#)

### DDRS Web-Based Tools

#### Welcome


This website is provided through the State of Indiana, Family and Social Services Administration, Division of Disability and Rehabilitative Services, Bureau of Developmental Disabilities Services (BDOS). The use of this website is limited to providers who are currently enrolled with BDOS. The purpose of this website is for enrolled providers to submit budgets for the consumers to whom they provide services. These budgets are to be for State line item funds.

If you are a provider who is not currently enrolled with BDOS, you need to contact BDOS directly through the BDOS Helpline at [BDOSHelp@fssa.in.gov](mailto:BDOSHelp@fssa.in.gov).


If none of the above applies to you, this website was probably reached in error and you should exit this website now.

[Setup instructions for IE7](#)

The login screen will then come up:



**Indiana FSSA**  
Waiver Provider  
NOA E-Mail Updates




Username:

Password:

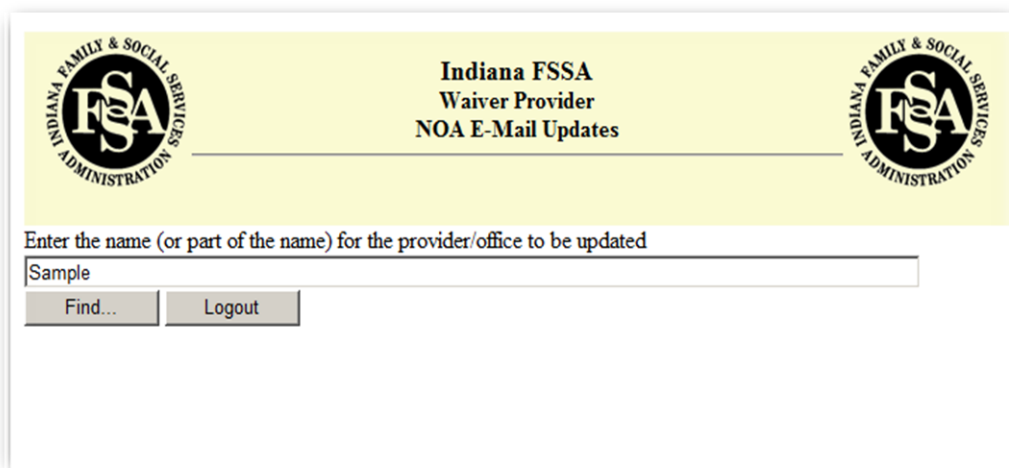
Log In

[Home](#)



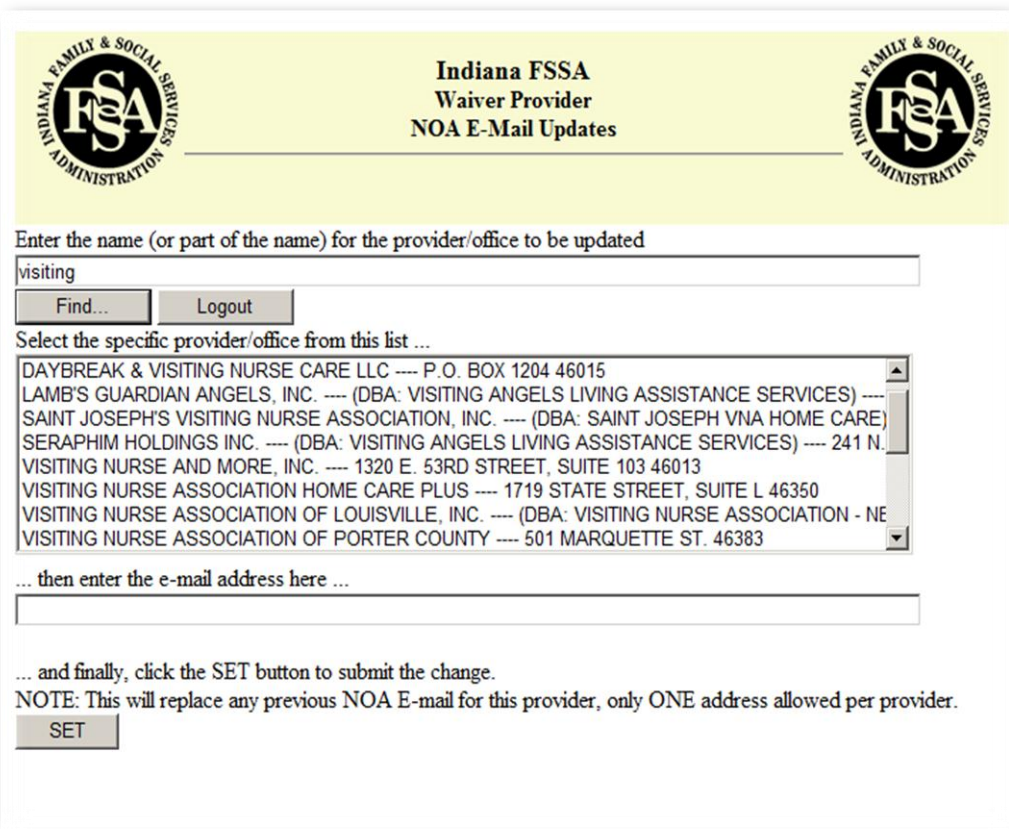
Log in using the word  
‘provider’ for **BOTH** the  
username and password.

On the next screen, search for your organization's name by typing in at least 3 letters of the name and then selecting 'Find':



The screenshot shows the top header with the Indiana FSSA logo on the left and right, and the text "Indiana FSSA Waiver Provider NOA E-Mail Updates" in the center. Below the header is a text input field with the placeholder text "Enter the name (or part of the name) for the provider/office to be updated". The field contains the word "Sample". Below the input field are two buttons: "Find..." and "Logout".

All of the organizations with those letters in the name will then be displayed:



The screenshot shows the same header as the previous screen. Below the header is a text input field with the placeholder text "Enter the name (or part of the name) for the provider/office to be updated". The field contains the word "visiting". Below the input field are two buttons: "Find..." and "Logout". Below the buttons is a text label "Select the specific provider/office from this list ...". Below the label is a list box containing the following text: "DAYBREAK & VISITING NURSE CARE LLC ---- P.O. BOX 1204 46015", "LAMB'S GUARDIAN ANGELS, INC. ---- (DBA: VISITING ANGELS LIVING ASSISTANCE SERVICES) ----", "SAINT JOSEPH'S VISITING NURSE ASSOCIATION, INC. ---- (DBA: SAINT JOSEPH VNA HOME CARE)", "SERAPHIM HOLDINGS INC. ---- (DBA: VISITING ANGELS LIVING ASSISTANCE SERVICES) ---- 241 N.", "VISITING NURSE AND MORE, INC. ---- 1320 E. 53RD STREET, SUITE 103 46013", "VISITING NURSE ASSOCIATION HOME CARE PLUS ---- 1719 STATE STREET, SUITE L 46350", "VISITING NURSE ASSOCIATION OF LOUISVILLE, INC. ---- (DBA: VISITING NURSE ASSOCIATION - NE", and "VISITING NURSE ASSOCIATION OF PORTER COUNTY ---- 501 MARQUETTE ST. 46383". Below the list box is a text label "... then enter the e-mail address here ...". Below the label is a text input field. Below the input field is a text label "... and finally, click the SET button to submit the change." Below the label is a text label "NOTE: This will replace any previous NOA E-mail for this provider, only ONE address allowed per provider." Below the note is a button labeled "SET".

The next step is to find your organization in the list and select it.

Select the specific provider/office from this list ...

BILL CRAIGHEAD, INC. ---- (DBA: VISITING ANGELS OF FISHERS) ---- 13873 Oak Grove Ct. 46038
DAYBREAK & VISITING NURSE CARE LLC ---- P.O. BOX 1204 46015
<b>LAMB'S GUARDIAN ANGELS, INC. ---- (DBA: VISITING ANGELS LIVING ASSISTANCE SERVICES) ----</b>
SAINT JOSEPH'S VISITING NURSE ASSOCIATION, INC. ---- (DBA: SAINT JOSEPH VNA HOME CARE)
SERAPHIM HOLDINGS INC. ---- (DBA: VISITING ANGELS LIVING ASSISTANCE SERVICES) ---- 241 N.
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VISITING NURSE ASSOCIATION OF LOUISVILLE, INC. ---- (DBA: VISITING NURSE ASSOCIATION - NE

Enter the email address you want the NOAs to be sent to:

... then enter the e-mail address here ...

To submit the change, select .

You will receive a message letting you know that the email address was updated or if there were any problems. The email address will then be sent to the state database and replace any previous NOA email address that had been setup.

You can then log out using the 'Logout' button.